



Job Announcement

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Opening Date:	November 7, 2013	Closing Date:	November 21, 2013
Job Title:	District Court Clerk I/II	Position Type:	Regular Full Time
PIN:	001122, 001082	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland	Grade/Entry Salary:	Level I - J05 \$27,576 - \$32,636 Level II - J06 \$29,278 - \$34,691
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title, location and PIN to the address below.

Essential functions: Work involves specialized clerical work and/or cashiering functions involving criminal, traffic or civil court proceedings. Assists the public, police and attorneys pertaining to case information via telephone or information counter. Responds to inquiries regarding the proper completion of various court related forms. Provides information regarding court policies and procedures. Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures. Enters new cases and updates existing case information into the District Court's data systems. Retrieves files for review by the public, court personnel and other outside agencies. Assists in closing files and preparation for stripping, storage and destruction. Receives, opens, sorts and distributes mail to the appropriate section of the court. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of court experience.

Preferred: Proficiency in typing, data entry or word processing. Prior cashiering experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Knowledge of basic arithmetic. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed alpha and numeric filing systems. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to sit, stand, bend and/or lift for varied periods of time. Ability to lift, move and/or carry items weighing up to 25 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.